

**City of Milpitas
Economic Development Commission
Monday, November 10, 2003**

UNAPPROVED MINUTES

1. Flag Salute

Chair Diane McDonough called the meeting to order at 6:00 p.m. and led the Commission in the Pledge of Allegiance.

2. Roll

Commissioners Present:

Dr. Karl Black

Dhaval Brahmbhatt

Christie Gammon (Alt. No. 1)

Joe Gigantino

Diane McDonough

Donald Peoples

Michael Pham

Vincent Songcayawon

Tomo Tuong Nguyen (Alt. No. 2).

Mayor Jose Esteves (Council Liaison)

Commissioners Absent:

Frank DeSmidt

Ray Maglalang

City Staff Present: Thomas Wilson, Blair King, Cindy Maxwell.

The Chair seated Alternates Tomo Tuong Nguyen and Christie Gammon.

3. Announcements

Cindy Maxwell, city staff, noted an article from the Business Journal was distributed for the Commission's information. She also stated that the Milpitas High School Digital Academy is in need of internship opportunities for its students. Chair, Diane McDonough, congratulated the City on its significant accomplishments financing and selling redevelopment bonds. Mayor Esteves invited the Commission to attend the Veterans Day Ceremony the next day.

4. Minutes

Motion to approve the minutes as submitted.

M/S: Songcayawon/Pham

Ayes: Unanimous

5. Citizens Forum

There were no comments from the public present at the meeting.

6. Approval of Agenda

Motion to approve the agenda as submitted.

M/S: Brahmbhatt/Songcayawon

Ayes: Unanimous

7. Consultant Scope of Work

Ms. Maxwell reviewed the Request for Qualifications (RFQ), for an economic development consultant, with the Commission and asked for comments. City Manager Tom Wilson answered questions regarding the selection process. He also clarified the Commission's role with the consultant to provide input, review products and draft documents. It was noted that the Commission will be directly involved throughout the development of the economic development plan and a detailed project schedule will be defined as one of the first steps in the work program.

Mayor Esteves asked that the Commission's role be clarified in the project's work program and that development of an implementation plan provide an update process and be included in the scope of work. He asked that the deliverables be well specified. Vice Chairman Dhaval Brahmbhatt asked that an operational plan be prepared that implements the identified strategy.

Motion to recommend approval of the RFQ to the City Council.

M/S: Songcayawon/Brahmbhatt

8. Subcommittee Reports

A. Business Incentives & Retention

Commissioner Don Peoples reported that the Subcommittee included Commissioners Brahmbhatt, Gammon, Pham and himself. He indicated they hadn't yet held any official meetings and they needed to do a lot of research. Vice Chairman Brahmbhatt and Commissioner Peoples discussed their research on the nanotechnology sector noting their contacts, the industry's needs for space and costs, available funding and location incentives. Commissioner Peoples noted that the Subcommittee would develop a work plan.

B. Legislation

Commissioner Joe Gigantino reported that during the next few months, the subcommittee would closely monitor and evaluate the new State administration's actions and report back to the Commission.

C. Profile

Commissioner Songcayawon described the purpose of the subcommittee. Dr. Black discussed a possible research survey to help determine what businesses want and to help focus efforts to attract and retain businesses in Milpitas. Commissioner Christie Gammon noted that the survey would be a significant research tool. Vice Chairman Brahmbhatt

described several location incentives currently available for businesses. Mr. Wilson noted that Milpitas probably doesn't meet the State's qualification criteria for enterprise zones but that the economic development plan can evaluate the usefulness of other incentives.

9. Customer Feedback Methods

Ms. Maxwell reviewed the information included in the Commission's agenda packet. Mr. Wilson noted that staff performance is monitored by department managers. He described how individuals might independently complain to council members rather than submitting written complaints with city staff. Usually complaints are resolved before they reach the stage of written documentation. He described how the city strives to respond to complaints within 24 hours, explained that no overall city performance survey has been done recently due to costs and indicated there are no recent trends in complaints except in the area of odors.

Commissioner Gigantino stated that it would be helpful to have a process to track complaints. Mr. Wilson discussed state legislation regarding accessory housing units that could challenge the integrity of single-family neighborhoods. Commissioner Gigantino described challenges of business location efforts. Mr. Wilson noted that sometimes real estate brokers do not understand the local building and planning processes, which can constrain the client's plans. He emphasized the importance of developers having consultants that are experienced and knowledgeable of the local market and regulations to assist them with their projects.

10. Next Meeting

It was noted that the next meeting of the commission would be Monday, January 12, 2004 at 6:00 p.m.

11. Adjournment

The Chair adjourned the meeting at 7:30 p.m.
Respectfully submitted,
Cynthia Maxwell, Principal Analyst